

VILLAGE OF INDIAN HEAD PARK, ILLINOIS
201 Acacia Drive
Indian Head Park, Illinois 60525

BOARD OF TRUSTEES
OPEN SESSION MINUTES
January 14, 2016

“Pursuant to 5 ILCS 120/2.06(3) minutes of the public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of the votes taken.”

CALL TO ORDER: Mayor Tom Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, January 14, 2016 at the Municipal Facility, 201 Acacia Drive and was convened at 7:31 p.m. by Mayor Hinshaw.

ROLL CALL: Laurie Scheer, Village Clerk

PRESENT (and constituting a quorum):

Trustee Wittenberg
Trustee Farrell Mayer
Trustee Mann
Trustee Lopez

ABSENT:

Trustee O’Laughlin
Trustee Metz
Mary Crowley, Building & Zoning/Administration
Erica Stewart, Director of Finance/Administration

ALSO PRESENT:

John DuRocher, Village Administrator
Maureen Garcia, Treasurer
Patrick Brankin, Counsel, Schain, Banks, Kenny & Schwartz
Ray Leuser, Interim Chief of Police
Edward Santen, Public Works Superintendent

RESIDENTS - 6

PLEDGE OF ALLEGIANCE recited

MAYOR’S REPORT:

Our condolences, thoughts and prayers are extended to the Family of Daniel Kalinoski.

Thank you to Trustees Farrell-Mayer and Wittenberg along with Village Resident Bob Bersin and everyone who helped work on the most recent Smoke Signals.

The Board, Village Administrator DuRocher Mayor Hinshaw have been working on Mr. DuRocher's 2016 goals and his evaluation. Setting goals and evaluating the Village Administrator has not been a policy or practice of the Village for a long time. A staff and Board evaluation will also be taking place in the upcoming months to see how we can serve the Village better. Work on a Strategic Plan will be beginning to take place. Also, Mr. Schermerhorn, Chair of the Planning & Zoning Committee, is here tonight to update us on the Village's Comprehensive Plan. Another area the Board is actively working on is the economic development within the Village. To date, the Village does not have a Capital Plan, but we have started to work on the Plan. Projects that would be included in that plan for example would be roads not worked on in 2015, Village infrastructure and building maintenance.

This Board believes in being open and transparent. The Board has worked well together as well as with in collaboration with Residents, Staff, Committees and our professional services. The Board, Clerk and Treasurer all volunteer their time and energy to improve the Village.

We would like your feedback and thank you for your support.

MOTION TO ACCEPT ITEMS A THROUGH C ON THE CONSENT AGENDA AS PRESENTED:

Motion to Accept Items A through C on the Consent Agenda as printed [A. (I) Approval of November 18, 2015 Special Board Meeting Minutes, (II) Approval of December 3, 2015 Special Meeting Minutes, and (III) December 10, 2015 Regular Meeting Minutes; B. Approval of Payables for the Period Ending December 31, 2015 in the amount of \$629,975.06; C. Approval of Financial Report for Month Ending December 31, 2015]. Trustee Lopez moved, seconded by Trustee Mann. Motion carried by voice vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

MOTION TO ACCEPT ITEMS A THROUGH C ON THE CONSENT AGENDA AS PRESENTED:

Motion to Approve Items A through C on the Consent Agenda as printed [A. (I) Approval of November 18, 2015 Special Board Meeting Minutes, (II) Approval of December 3, 2015 Special Meeting Minutes, and (III) December 10, 2015 Regular Meeting Minutes; B. Approval of Payables for the Period Ending December 31, 2015 in the amount of \$629,975.06; C. Approval of Financial Report for Month Ending December 31, 2015]. Trustee Farrell-Mayer moved, seconded by Trustee Wittenberg. Motion carried by roll call vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

AUDIENCE COMMENTS: None

BUSINESS AGENDA ITEMS:

- A. Planning & Zoning Commission presentation of recommended revisions to the Comprehensive Plan – Trustee Farrell-Mayer. At the last Planning & Zoning Commission meeting which took place on January 7, 2016 the Plan was reviewed and changes were made to the Plan. Mr. Schermerhorn, Chair of the Planning & Zoning Committee, is here

tonight to discuss the changes. The purpose of the Comprehensive Plan is to outline the Village and area. The document was not written by this Committee, however, it was reviewed, updated and edited. **Motion to Receive the Comprehensive Plan for Review.** Trustee Farrell Mayer moved, seconded by Trustee Wittenberg. Motion carried by voice vote (4-0-0). (Trustees Metz and O'Laughlin absent)

B. Website Development Agreement – Trustee Lopez. After many months of research, we are recommending a vendor that specializes in municipal websites. **Motion Accept the Proposal from Civic Plus in an Amount Not to Exceed \$33,956 to be Paid Over Four (4) Years for Preparation and Development of a Website for the Village of Indian Head Park in Accordance with Their Proposal Dated 12/17/2015 and Accept Ordinance 2016-01.** Trustee Lopez moved, seconded by Trustee Wittenberg. Motion carried by roll call vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

C. Engineering Services Task Order 2016-01 – Trustee Mann. The MWRD and the USEPA have mandated that more attention be paid to the sewer systems that feed into the MWRD system. The first ordinance is for the engineering requirement to inspect all the manholes and needs to be completed in the next year. The cost projected is \$19,600. **Motion to Accept the Engineering Services Task Order 2016-01 in the Amount of \$19,600.** Trustee Mann moved and seconded by Trustee Lopez. Motion carried by roll call vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

D. Engineering Services Task Order 2016-02 – Trustee Mann. This request is to keep track of the manhole Geographic Information System (GIS) collected regarding the overall sewer system which is required by the MWRD. This request exceeds the budgeted amount. **Motion to Approve the Engineering Services Task Order 2016-02 in the Amount of \$37,000.** Trustee Mann moved, seconded by Trustee Wittenberg. Motion carried by roll call vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

E. Selection of Auditor/Professional Services Agreement – Mr. DuRocher. The Village requested proposals for professional services for the annual audit. This document shows the public we are being stewards of their money and we are using good practices. The recommendation after all proposals received is Sikich. **Motion to Approve Resolution R-1-16-01.** Trustee Farrell-Mayer moved, seconded by Trustee Lopez 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)

F. Adjournment of Regular Board Meeting to enter an Public Hearing regarding the Village Acceptance of Credit Card Payments. **Motion to Adjourn Regular Scheduled Board Meeting and Enter Public Hearing** moved by Trustee Lopez, seconded by Trustee Mann. Motion carried by voice vote. (Trustees Metz and O'Laughlin absent)

- G. Trustees in Attendance: Mann, Lopez, Wittenberg, and Farrell-Mayer. Trustees Metz and O'Laughlin Absent. Also present: Mayor Hinshaw, Village Clerk Scheer, Treasurer Garcia, Village Administrator DuRocher and Patrick Brankin, Village Counsel. State Law requires the Board to hold a public hearing, which has been published in the local paper, regarding the acceptance of credit card payments and changing credit card vendors from the State of Illinois World Data Systems to the Bank of Countryside. The fee will be slightly less and the monies will be deposited directly into our accounts opposed to going to the State of Illinois then paid to the Village.
- H. **Motion to Close the Public Hearing on Credit Card Acceptance.** Moved by Trustee Farrell-Mayer, seconded by Trustee Wittenberg. Motion carried by voice vote. (Trustees Metz and O'Laughlin absent)
- I. **Return to Regular Scheduled Board Meeting.** Trustees in Attendance: Mann, Lopez, Wittenberg, and Farrell-Mayer. Trustees Metz and O'Laughlin Absent. Also present: Mayor Hinshaw, Village Clerk Scheer, Treasurer Garcia, Village Administrator DuRocher and Patrick Brankin, Village Counsel.
- J. **Motion to Accept Ordinance 2016-02 a Merchant Services Agreement with the Bank of Countryside/World Data Systems for the Provision of Credit Card Services for the Village of Indian Head Park.** Moved by Trustee Farrell-Mayer, seconded by Trustee Wittenberg. Motion carried by roll call vote 4-0-0. (Trustees Farrell-Mayer, Wittenberg, Mann and Lopez voted yes; Trustees Metz and O'Laughlin absent)
- K. Finance Committee Resident Appointments – Mayor Hinshaw. The Village is looking for residents to serve on the finance committee. If you are interested, please contact Trustees Metz or O'Laughlin, Mr. DuRocher or Mayor Hinshaw.

TRUSTEE UPDATES/REPORTS:

Trustee Lopez *Communications/Special Projects* - A couple of residents have shown interest in working with the Special Projects Committee to implement our new website. A meeting is set up between CivicPlus and our website project team to kickoff the project and gather feedback for the website design.

Trustee Mann *Public Works* – A meeting is scheduled regarding garbage disposal/bags on the streets.

Trustee O'Laughlin *Parks and Recreation/Finance/Police/911* (absent report read by Mayor Hinshaw)
The Finance Committee is looking for two resident volunteers. A meeting was held with the Pleasantdale Park District to discuss the possibility of expanding the Park District to all of Indian Head Park. Approximately 20% of the Village is part of the Pleasantdale Park District. There hasn't been any movement on the future of the Heritage Center. A possibility is to sell the Heritage Center and use the proceeds to enter into a library network. A St. Patrick's Day Parade will be held in Countryside. Trustee O'Laughlin has the honor of being this year's Grand Marshall.

Trustee Wittenberg *Police Department/911/Economic Development/Planning & Zoning* – Santa visited the Village on December 19th. There was a great resident turn out. There were residents who are interested in volunteering to help next year. The Easter Egg Hunt planning will begin soon.

Trustee Farrell-Mayer *Communications/Planning & Zoning* – The Smoke Signals went out this month. Thank you to all who helped. A lot of work went into getting a complete address list of the Village. Some of our residents were not receiving the mailing. We are still looking for more residents to help with the Smoke Signals.

TREASURER'S REPORT: *Maureen Garcia*

No Report

ATTORNEY REPORT: *Patrick Brankin*

Weekly meetings with Village Administrator DuRocher have been very productive and will continue for the foreseeable future.

ADMINISTRATOR REPORT:

Mr. DuRocher – Water meter replacement program is out for bids. All bids are due by January 29, 2015.

STAFF REPORTS:

Ed Santen *Public Works* – The new truck has arrived. It is in the shop for a pollution issue. A couple of our trucks broke down. The City of Countryside was very gracious to offer to help. Snow operations are going smoothly using outside help. Salt supply is sufficient for the remainder of the season.

There have been a couple of water main breaks and repairs have been completed. The water survey from ATS has been completed, and three leaks have been found. Repair of the leaks has been scheduled.

The brass fittings for the Wilshire Green meters are on order.

Interim Chief Leuser *Police Department* – There have been some employment changes in the department. We have officers currently working on researching grants to help find money for the department. We have also be reviewing our costs, and how to save money.

ADJOURNMENT:

Village of Indian Head Park, Illinois

January 14, 2016 Regular Open Session Board Meeting

There being no further discussion, Trustee Mann moved, seconded by Trustee O'Laughlin, to adjourn the Village Board of Trustees meeting at 8:28 p.m. Motion carried by voice vote 4-0-0. (Trustees Metz and O'Laughlin absent)

Submitted by Laurie Scheer, Village Clerk